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Executive Director

Congressional Caucus

for

Women's Issues

Executive Registry

84-1498

Congress of the United States
Washington, D.C. 20515

April 6, 1984

The Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

The Congressional Caucus for Women's Issues, a bipartisan organization of Members of the U.S. Senate and House of Representatives dedicated to improving the rights and representation of women, is proud to announce it is accepting applications for the Fourth Annual Congressional Secretarial Fellowship. The one-year Fellowship is designed to assist an outstanding government secretary acquire the education and training necessary to assume mid-level management positions.

The Fellowship is structured to provide a broad range of professional experience through a program of managerial, administrative, and writing tasks. Last year's participant, representing the Department of State, has made a resounding success of her Fellowship and is currently pursuing opportunities to enhance her position and the operations of her employing agency.

The Congressional Fellow will follow specific issues of interest to the Caucus. This requires learning all aspects of the legislative process, gathering and analyzing reports, attending hearings, doing research, and monitoring various sources of information, including the House Information Service computer system and the Congressional Research Service. The Fellow will receive formal training in both systems. In addition, the job demands close liaison with the Congressional offices of both Caucus members and nonmembers, as well as writing articles for monthly publication in UPDATE, the Caucus's nationally-distributed newsletter.

The Fellow will also participate in the daily operations of the Caucus. These include responding to requests for information from Caucus Members, other Members of Congress and their staffs, constituents, organizations, etc.; developing fact sheets and background papers on Caucus projects or programs it supports; monitoring Congressional activity on legislation of interest to

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Caucus Members, and assisting with Caucus meetings by preparing agenda items and coordinating presentations. The Fellow will perform and/or assist in other office duties which may be assigned and share in training and supervising of Caucus interns.

The Fellowship does not involve an award of grant funds, but is available on a nonreimbursable basis to the participating agency. Although the program is open to all federal secretaries, we ask each agency to screen applications from employees and nominate only one candidate. Please forward your nomination, along with an endorsement by the appropriate approving official and a statement of agreement to the nonreimbursable terms of the Fellowship, to the Caucus no later than June 1, 1984. Applications will then be screened and the Caucus Executive Director will begin interviews by June 15. Selection of a Fellow is expected by July 1, with the Fellowship term beginning in early August.

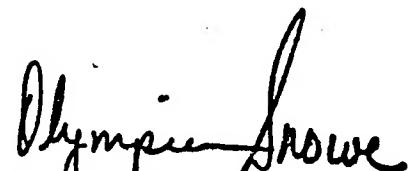
We look forward to receiving your nomination for this program. We are confident that you will want to take advantage of this opportunity to open the way to higher responsibility and career advancement to a deserving member of your staff.

Thank you for your participation. If you need additional information, please contact Anne L. Radigan, Executive Director, at 225-6740.

Sincerely,



Patricia Schroeder
Co-Chair



Olympia Snowe
Co-Chair

Attachments

cc: Director of Training
Equal Employment Opportunity Officer
Federal Women's Program Manager



Congressional Caucus for Women's Issues

CAUCUS FACT SHEET

History and Purpose

The Caucus was founded in 1977 as a bipartisan organization united in the goal of improving the status of women and eliminating discrimination that has been built into many federal programs and policies. Acting as a Member-at-large for the women of America, the Caucus has become the champion of women's issues in the United States Congress. In November 1981, the Caucus expanded its membership to include Congressmen.

The primary purpose of the organization is to promote legislation which will remedy inequities in public policy, eliminate economic disparities which handicap many women, and update existing programs to reflect the changes in women's lifestyles and needs. The Caucus maintains a steady commitment to educating fellow Members of Congress to the needs and concerns of contemporary women and to increase their colleagues' sensitivity to women's issues.

Perspective

Because it is a bipartisan organization with members representing diverse districts, the Caucus pursues only that legislation which has the wide support of its members. In particular, the Caucus has recently been focusing on economically-based issues such as insurance, child support enforcement, pension reform, military service, housing, health care, and economic equity.

Activities

Of paramount interest to Caucus members is the passage of legislation. The activities of the Caucus include:

- introduction of the Economic Equity Act (EEA), an omnibus bill that addresses the needs of women in the areas of pension reform, child care, insurance discrimination, and child support enforcement;

- working, in conjunction with the Black and Hispanic Caucuses and the Leadership Conference on Civil Rights, to maintain the integrity of the U.S. Commission on Civil Rights by opposing the Administration's efforts to replace three sitting commissioners.

Achievements

- passage of the Equal Rights Amendment Extension allowing consideration of this vital measure to continue until June 30, 1982; subsequently reintroduced the ERA in the 98th Congress as H.J.Res 1;

- passage of bills which permit federal employees to pursue part-time careers and establish flexible work schedules so that more women are able to enter the work force;
- passage of a bill to promote innovative science and mathematics education for women, and to aid the advancement of women in technological fields;
- enactment of legislation guaranteeing former spouses of Foreign Service personnel a prorated portion of retirement and survivors benefits;
- inclusion in the 1983 jobs bill (Public Law 98-8) of provisions benefiting women. Among the many items finalized in the bill of interest to women was the raising of the 10% statutory limitation on public service sector jobs to 50%, wherein women are most concentrated, under the Community Development Block Grant (CDBG) program.

As the primary advocate for women's rights in Congress, the Caucus also focuses its energies on oversight of existing federal programs to ensure that agency heads review policies affecting women in programs under their jurisdiction. Members have:

- held seminars on women in the military;
- worked effectively on the issues of child and spouse abuse, and pregnancy disability;
- spearheaded the successful effort to secure the majority of cosponsors on H.Res. 190, Title IX of the Education Amendment of 1972, necessary to bring it to the floor for a vote. The House overwhelming expressed its continuing commitment to comprehensive application of the resolution.

The Caucus also acts as a clearinghouse on information and activities of concern to women in the U.S. Congress. The Caucus:

- publishes UPDATE, a monthly newsletter which reports on legislation affecting women;
- provides liaison between women's organizations and Members of Congress;
- presents briefings and provides briefing papers on current women's issues.



Congressional Caucus for Women's Issues

PLEASE POST-----FELLOWSHIP ANNOUNCEMENT-----PLEASE POST

FOURTH ANNUAL CONGRESSIONAL FELLOWSHIP FOR FEDERAL SECRETARIES

DESCRIPTION:

The Congressional Caucus for Women's Issues is offering an upward mobility opportunity for secretarial personnel whose current or prospective position may require a working knowledge of the operations of Congress. The Fellowship is designed to assist an outstanding government secretary acquire the education and training necessary to assume mid-level management positions.

A bipartisan organization of 132 Members of the U.S. House of Representatives and U.S. Senate dedicated to improving the rights and representation of women, the Caucus is headed by Reps. Patricia Schroeder (D-CO) and Olympia Snowe (R-ME). Caucus Executive Director Anne L. Radigan administers the Fellowship program.

DATES: From approximately August 1, 1984, to August 1, 1985, or for one year.

LEARNING ACTIVITIES:

The selected individual will work under the direct supervision of the Executive Director of the Congressional Caucus for Women's Issues in a program structured to provide a broad range of professional experience through managerial, administrative, and writing tasks. Assignments will include:

- * monitoring House and Senate Committee and Subcommittee hearings;
- * writing articles for UPDATE, the Caucus's nationally-distributed newsletter;
- * meeting with Congressional staff from Members' offices, as well as with Committee and Subcommittee staff;
- * training on the computer information systems of the House and the Congressional Research Service;
- * attending House and Senate debates; and
- * researching legislative and regulatory processes.

QUALIFICATIONS:

The Congressional Secretarial Fellowship is open to federal government secretaries, or persons with secretarial-type responsibilities, at the GS-7 through GS-9 level.

Candidates should exhibit the ability to:

- * communicate clearly and concisely, both orally and in writing, with personnel at various organizational levels;
- * work well with others, not only in the office, but with outside organizations;
- * adapt readily to changing deadlines and priorities; and
- * work independently with a minimum of supervision.

APPLICATION PROCEDURE:

Applicants must submit an SF-171 and a one-page statement of their career goals and aspirations which details their specific qualifications for this position.

Applicants must also submit a recommendation from their immediate supervisor which includes the supervisor's assessment of the applicant's specific qualifications.

Each Cabinet-level Department is invited to submit one nominee for this position. The nomination should acknowledge the Department's agreement to release the nominee (if selected) for this one year nonreimbursable assignment. Nominations should be submitted, no later than June 1, 1984, to:

The Congressional Caucus for Women's Issues
Attention: Anne L. Radigan
2471 Rayburn House Office Building
Washington, D.C. 20515

Interviews will begin approximately June 15, and candidates will be informed of the status of their application no later than July 1, 1984.